



NAVAL  
POSTGRADUATE  
SCHOOL

# AO/DTA Briefing 21 August 2006

The Nation's Premiere Defense Research University

Monterey, California  
[WWW.NPS.EDU](http://WWW.NPS.EDU)



- ❖ We appreciate your time to come over and  
be here for this brief on travel.
- ❖ Plan to end around 1530 (3:30pm)



# In House Rules

- Make sure you sign the check-in sheet in the Foyer
- Please silence all cell phones

THANKS!!



- NPS Travel
- NPS Travel Instruction
- Government Credit Card Topics
- Training
- DTS, including new developments,  
any upcoming changes
- Q&A



- NPS Travel- LT Lee Johnson , Travel Officer
  - NPS Intranet
  - Travel Website
  - Responsibilities
  - Policy
  - Generalizations of Travel
- New NPS Travel Instruction – Kevin Little, Deputy Comptroller
  - Common questions
- Government Credit Card -Jaimen Galindo, APC
  - Fund Cites
  - Conference Fee
  - Check in/out procedures
  - Split Disbursements



- Training – Jim Egerton, DTS Trainer, G2 Contractor
  - duty and non-duty days,
  - authorized delay,
  - rental car estimated cost vs real cost,
  - registering GOVCC charges that are not listed as expenses,
  - viewing BofA charges in a DTS TA,
  - on-line training resources
- Defense Travel System (DTS) – Nick Pavlina, LDTA, G2 Contractor
  - Monroe Release Recap – Lessons learned
  - Usability II – Enhancements for routing officials
  - How to use Fund Cites
  - CBA and DTS
  - ITOs and DTS
  - What's coming – Reservation Refresh





## Available on the NPS Intranet:

Travel website - numerous menus to visit within the website:

- DTS, Training information, Student Travel,
- SOP/ documents/forms, Regulations,
- **Definitions of AO, ODTA**
- **JAO/JTR References**
  - JAO/JTR controls the mission, authorizes the trip, and controls the funds for TDY travel.
    1. The AO reviews and approves
    2. Per FMR, AOs are pecuniarily liable





## Definitions (Continued)

3. AO's responsibility to certify the vouchers after travel is complete.

- **Organizational Defense Travel Administrator (ODTA)**
  - The ODTA - responsible → administration of DTS → organization level
  - The ODTA - individuals knowledgeable of organization
- **Reviewing Official.**
  - The Reviewing Official can be the Sponsored Program Financial Analyst (SPFA) or another Financial Analyst (FA) → traveler's organization → reviews travel requests
  - The Reviewing Official confirms → availability of requested funds & provides the appropriate LOA to capture the cost of the travel.





## DTS is Mandatory

effective 1Oct '07

### NPS Policy

- All travel on NPS funds must be authorized via DTS; exceptions are handled case by case
  - Travel  $\geq 3x$  /yr, must have GovCC
  - If traveler has GovCC, must use it
    - Air fare, lodging, and rental car per FMR
  - An infrequent traveler may own a GovCC
  - If traveler does not have GovCC, use CBA for airline tickets only
- CBA**, who is allowed to use -  
ITO, infrequent traveler,  
foreign nationals- even if  
government





## Preparing for travel

- **Travelers using Travel Office**
  - require 5 days prior for domestic travel → courtesy, traveler may not get choice flight
- **Foreign Travel**
  - All Country Clearance requests → Travel Office
  - Most countries require 30 days lead time.
  - Travel Office > 30 days
  - Travelers must have AT/FP Training
  - Format - Electronic Foreign Clearance Guide on internet - Official travel → "Personnel Entrance Requirements"; Leave → General Entry Requirements
  - <https://www.fcg.pentagon.mil/fcg.cfm>
- **Orders**
  - Travel orders → DTS
  - Couple of avenues recently added for DTS use: Invitational Travel Orders and Fund Cites



## Invitational Travel Order (ITO)

- Invitational Travel Orders are issued to people invited to NPS who  
are non-Federal Government employees and foreign nationals.
- **Procedures for Preparing Invitational Travel Authorizations in the Defense Travel System**  
can be found on NPS Travel Website. Also, the SOP for ITO is located  
<http://www.nps.navy.mil/travel/binder/ITO%20SOP.pdf>
- ITOs are now able for processing through DTS
  - The Travel Office → authorizations
  - Documents approved → Travel Officer or Deputy Comptroller.
  - DTS must be used to liquidate ITOs.
  - All payments will be made via EFT.
  - The Travel Office will assist with liquidation procedures as required



## FUND CITE

Two Types: Incoming and Outgoing

- **Incoming Fund Cite** - authorizations from agencies other than NPS for funding travel by NPS personnel.
  - Memorandum
  - Arrangements at NPS.
- **Outgoing Fund Cite** - funded by NPS to bring someone here on official travel.
  - Memorandum w/ LOA → Invitee's location for arrangements
  - The Comptroller signs.
  - Copy of liquidated voucher → Comptroller's office in order to adjust the obligation.
  - SOP Fund cite: <http://www.nps.navy.mil/travel/binder/Fund%20Cite%20SOP.pdf>



## **Ticketing - SATO**

### (a) Electronic Ticketing.

Travelers → electronic ticket if available from airlines.

CTO → electronic ticket confirmation number.

<https://www.virtuallythere.com>

### (b) Paper Tickets.

ODTA coordination is required for non-electronic or paper ticket issuing

- **Vouchers**

- **Must be done 5 days after returning from travel**

- **Receipts**

- Lodging receipts are required no matter the cost
  - Other expenses  $\geq$  \$75,  
including airline ticket receipts or invoices





- NPS Travel Instruction Revision
  - NAVPGSCOLINST 4650.4G awaiting signature now
    - This is our local governing guidance .....
  - Notable Areas:
    - Frequently Asked Questions – new section on website:
      - <http://www.nps.navy.mil/travel/faq>
    - Authorizing Official Annual Training Requirement
    - All airline ticketing must be through CTO/SATO
    - Excursion Fares not allowed
    - US Flag Carriers must be used





- NPS Travel Instruction Revision
  - Notable Areas - continued:
    - Premium Class (First Class/Business Class) not allowed
    - Unused Airline Tickets – Traveler must notify CTO/SATO
    - Central Billing Authority (CBA) mandatory for non-cardholders
    - Invitational Travel Orders (ITO) processing mandatory in DTS
    - Conference Fees must not be charged to Travel Credit Card
    - Multiple Purpose Travel Procedure
      - Labor Accounting to correct JON
      - Memorandum for the Record (MFR) for Travel Itinerary
      - MFR scan into receipts for documentation



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# NPS TRAVEL CARD BRIEF

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- Mandatory Travel Card Use
- Conference fees
- Bank of America Refunds
- Split Disbursement
- Check In/Out Procedures



## Mandatory use of the Government Travel Charge Card

**The Travel and Transportation Reform  
Act of 1998 (Public Law 105-264)  
mandates federal government  
cardholders to use the contractor  
issued travel charge card for official  
government travel expenses and to  
receive cash advances.**



- Conference Registration Fees

Must be placed on the Dept. purchase card (via 1556 document) regardless of whether food/lodging is included in the cost. Do not use the DTS Local Voucher for payment.

- Bank of America Refunds

Any Airline refunds must be credited back to that traveler's account.



- Split Disbursement

The Split Disbursement is an effective tool to reduce delinquency rates and to simplify the traveler's payment to their travel card account.

- Check In/Out Procedure

All new employees/staff/students are to check in with me. Those that are checking out must also come by my office to ensure all accounts have been paid off.





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**Defense Travel System**  
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Jim Egerton  
Nick Pavlina

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- DTS User (Traveler)
  - 1230-1600 Thursday, 14 Sept
  - 0830-1200 Wednesday, 11 Oct (tentative)
- DTS ODTA—19 Sept, 18 Oct
  - 0830-1030 Tuesday, 19 Sept
  - 0830-1030 Wednesday, 18 Oct (tentative)
- **Both** User and ODTA classes are required to become an ODTA



# Other Per Diem Entitlements

- Stay over a weekend day
  - “Non-Duty Days”—Civilians
  - “Duty Days”—Military
  - No Per Diem paid
- TDY extended stay because of bad weather, etc.
  - “Authorized Delay”
  - Per Diem paid



#### Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, specify duty-day, non-duty day (civilian only), authorized-delay (voucher only), or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☒ **No Other Per Diem Entitlements**

☐ **Leave**

Check here if you are taking leave for the above date or date range.

☐ **Duty Day(s) (No Per Diem)**

Check here if you need to use Duty Day (No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**

Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**

Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

**OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)

☐ Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

Cancel These Entitlement Changes and Return

Save These Entitlements



# Rental Car Estimates

List of available rental cars shows total estimated cost

**\$196.85 Estimated Total Cost** [Select and Continue](#)

**Budget**  
In Terminal  
Full Size Car  
Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.

Restrictions: Weekly \$132.00, Extra Day \$22.00, Extra Hour \$7.00, Unlimited miles/kilometers, Estimated Total Cost Includes Taxes & Fees

Final estimated car cost shows weekly rate without add-ons

Expenses Summary		
<b>06 RPH97</b>		
Category	Allowed	Actual
COM. CARR.-1 :	\$790.30	\$790.30
LODGING :	\$570.00	\$570.00
M&IE :	\$318.50	\$318.50
OTHER :	\$0.00	\$0.00
<b>RENTAL CAR :</b>	<b>\$132.00</b>	<b>\$132.00</b>
<b>06 RPH97 Sub Total:</b>		
	\$1,810.80	\$1,810.80
<b>Calculated Trip Cost:</b>		
	\$1,810.80	\$1,810.80

**Rental Car**

Use this screen to save the selected rental car.

TDY/TAD Location: NORFOLK,VA  
Pick-Up Date: 11-Sep-06  
Pick-Up Time: 7:00PM  
Drop-Off Date: 17-Sep-06  
Drop-Off Time: 1:00PM

**Rental Car Selected** ☐ (ER) En Route

**\$ 132.00 / week** (not including taxes or fees)

Rental Car: **Budget**  
Car Class: **Full Size Car**  
Location: **ORF-Norfolk, Va**  
Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.  
Restrictions: Weekly \$132.00, , Extra Day \$22.00, Extra Hour \$7.00, Estimated Total Cost \$196.85, Unlimited miles/kilometers

[OSI-Other Supplementary Information](#)






Add a Non-Mileage Expense item for Commerical Auto In/AroundTo make up for the difference

**Non-Mileage Expenses**

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.  
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).


**Leave:** 13-Aug-06 **Return:** 17-Aug-06


**Non-Mileage Expense #1**

\* Select Expense Type:  

- OR -

\* Cost: \$  [view expense details / currency calculator](#)

\* Date:    
(mm/dd/yyyy)

\* Method of Reimbursement:  

Note: Remove this expense from the voucher!





# GOVCC Charges on Voucher

## Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.  
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[+ create an expense item from a government charge card transaction](#)

Leave: 11-Sep-06 Return: 17-Sep-06

[Edit Expense](#)

\* Expense Type: Gasoline-Rental/Govt. Car

- OR - Gasoline-Rental/Govt. Car

The resulting screen shows BofA charges on your credit card. Click "Add" to put that charge on your voucher.

In Non-mileage Expenses, Click on "create an expense from a government charge card Transaction"

## Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering.  
Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	06/25/2006	\$ 197.35	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Edith's Taxi (4121)	06/23/2006	\$ 24.35	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Shell Oil (5172)	06/22/2006	\$ 26.20	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	06/21/2006	\$ 6.50	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Greyhound Bustline (4131)	06/20/2006	\$ 99.31	<a href="#">Add &gt;</a>



# Add Misc GOVCC Charges

Include amounts for GOVCC charges that are not listed as expenses on the Payment Totals page, such as ATM advance, meals, and traveler part of prorated rental car amount. Click "Calculate."  
This amount must be total you owe to BofA

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile **Payment Totals** Partial Payments Advances

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$245.96	\$1,616.07	\$1,862.03
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$245.96	\$1,616.07	\$1,862.03
Add GOVCC ATM:	\$-100.00	100.00	
Add'l GOVCC Amt:	\$-65.35	65.35	
Less Prev Pmts to GOVCC(By Traveler):	0.00	\$0.00	
Prev Pmt Adjustments:	\$0.00	\$0.00	
<b>Final Distribution(Net to traveler)</b>			
Net Distribution:	\$80.61	\$1,781.42	\$1,862.03

Calculate



- On DTS Welcome page, click **TRAINING**
- Two Web-Based courses available
  - DTS Policies and Procedures
  - DTS Functionality
- DTS Demonstrations
  - Travel Authorization
  - Travel Voucher
  - Route and Review (SPFAs and AOs)



## Defense Travel System

A New Era of Government Travel

Nick Pavlina



- Dropped Release in April on short notice
  - Budget Module rewrite – affected FDTA
  - Debt Management II – successful
  - Constructive Travel – AO pages changed



# Debt Management II

- DUE US created when negative amount approved on voucher
- DTS notifies traveler and DMM
- **DTS creates receivable in STARS**
- DMM initiates due process notification – last manual step in DTS
- **Traveler sends payment directly to DFAS**
- **Debt Satisfaction is automatically recorded by DFAS on receipt of payment**






# Constructive Travel

- Definition: Use of non-standard method of transportation for the TDY location or method that the AO does not approve as beneficial to the government.
- Traveler will see the pop-up below if they select non-standard transportation expense





# Constructive Travel - Audit

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Preview](#) [Pre-Audit](#) [Other Auths.](#) [Digital Signature](#)

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### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

**1 Item has been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official
	→ CONSTRUCTIVE TRAVEL WORKSHEET	→ A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	<div></div>

Save And Proceed To Digital Signature



## Cost Comparison

Review the details for the transportation expenses below and the Constructive Travel Worksheet.

### Worksheet

Transportation Expenses:

Expense Cost Factors:

**Total Allowed Cost:** **(A)** 350.00

☒ Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructive cost of common carrier transportation as specified by the JFTR.

### Preferred Travel


Air Fare (GOVCC-I):	\$200.00
Pvt Auto-TDY/TAD:	\$100.04
Taxi - Terminal:	\$50.00
Tolls (highway bridge etc):	\$6.00
Parking - Terminal:	\$50.00
<b>Preferred Trip Total:</b>	<b>(B) \$406.04</b>

Cancel

Approve and Continue



# Constructive Travel - Voucher

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**Digital Signature**

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\*Submit this document as: APPROVED

Additional Remarks:

[View Cost Comparison](#)

☒ Approval Override.

By checking this box, the full trip transportation costs, less enroute per diem, will be reimbursed.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

[Submit Completed Document](#)





# Post-Monroe Highlights

- Email at Approved
- Reference Field
  - **Not a mandatory field**
  - **Appears in new Reports**
- Amendment Preview Function
  - **Compare trip costs between the last approved version**
- Vouchers Cannot be Signed before End Date of Trip
  - **If traveler returns early they are not forced to change their trip dates**
- Travelers can update EFT in the document



- Scheduled Reports
  - Depart Status
  - Return Status
  - Signed, Approved
- DTA Maintenance Reports
  - People
  - Routing Lists
  - Organizations, LOAs, Groups





- Entered in DTS by FDTA
  - Screen shot of DTS LOA format
  - OR, contact O-6 support at DNS  
<https://dts.navy.mil/>
- Send copies of orders and signed vouchers to funding command  
(They will only see obligations and payments in their financial system)



- Available for international students, infrequent travelers and invited non-government employees
- Profiles entered in special organization by Travel Office
- Routing officials dependent on funding
- Authorizations and Vouchers created by Travel Office



# Invitational Travel

- Trip Type E-Invitational
- Non-government employees and International Students
- Profile entered is special org by Travel Office
- Routing depends on funding department
- Authorization created by Travel Office
- Voucher created by Travel Office
- Printed voucher signed by traveler and uploaded to DTS
- DTS voucher signed by Travel Office for Non-government employees



# DTS for ALL Travel

- Except Permanent Change of Duty Station (PCS)
- Other than normal TDY Trip Type
  - Arrangements Only (not reimbursable)
  - House Hunting (not reimbursable)
  - Invitational
- Fund Cites
- CBA



# FY06-07 Crossover

- Same procedure as last year
- Book reservations for round-trip with FY06 departure and FY07 return
- Per Diems through 30 Sept. 2006
- Amend Per Diem entitlements when FY07 accounts are available for travel after 01 Oct. 2006
- STARS rejects may occur, but travel can be funded
- Amendments can be made on voucher, but verify with SPFA when increasing obligations



- Questions ???